

 <p>U.S. Department of State ADMINISTRATIVE CLEARANCE FOR SEPARATION</p>		1. TO: (AGENCY)	2. TYPE OF SEPARATION <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Other		3. RETIREMENT SYSTEM <input type="checkbox"/> CSC <input type="checkbox"/> FICA <input type="checkbox"/> F	
4. EMPLOYEE NAME (<i>Last, First, MI</i>)			5. EMPLOYEE NO.		6. PAY PLAN/ GRADE OR LEVEL	
This form is to be filled out for every American Foreign Service employee of the Department of State and every Departmental employee who is to be separated. After making appropriate entries, forward it to the Department (<i>See item 1 above</i>).						
7. CLEARANCES TO BE OBTAINED						
ITEM	RETURNED	LOST DAMAGED OR OUTSTANDING	SIGNATURE	POST OR DIVISION	DATE (<i>mm-dd-yyyy</i>)	
Executive Dining Room Pass						
Filed and papers charged to Employee						
Identification Cards (s)						
Parking Permit or Sticker						
Passport(s) (<i>including passports for dependent family member</i>)						
Art Bank Artwork						
Other property (<i>Specify</i>)						
8. GIVE DETAILS REGARDING ITEMS REPORTED AS LOST, DAMAGED, OR OUTSTANDING.						
9. FORM JF-3, SEPARATION STATEMENT, ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO						
10. I CERTIFY THAT EFFICIENCY REPORTS TO BE PREPARED BY THIS EMPLOYEE HAVE BEEN COMPLETED.						
11. DATE (<i>mm-dd-yyyy</i>)		12. TYPED NAME AND SIGNATURE OF ADMINISTRATIVE OFFICER OR OTHER RESPONSIBLE OFFICIAL				
		13. TITLE AND OFFICE, DIVISION OR POST				